

Minutes for Westford Recycling Commission

Meeting Date: August 10, 2006

Attendees: Gerry DiBello, Ellen Harde, Elizabeth Sawyer, and Barbara Theriault.

Note that if Action Items from a previous month's minutes were closed before this meeting, they are not included in these minutes. They may be referenced in past minutes under Action Items and considered closed without discussion.

I. Action Items due by September 14 meeting. Previous (open) action items are in bold.

ABBY

1. Continue to assemble a list of community based organizations.
2. Finalize design of a new Westford Recycling Commission logo with Andy.
3. Look over the updated recycling web site and provide feedback to Gerry.
4. Help with the Household Hazardous Waste Collection on November 4, 2006.
5. Talk to the Westford Boy Scouts about collecting button batteries.

ANDY

1. Contact Chip Barrett about the crew size at brush chipping and inquire about a possible charge to residents for the service on October 14 and 21.

BARBARA

1. Work on the waste/recycling collection data spread sheet with Elizabeth.
2. Add a tab to the tonnage summary spread sheet for data on paper shredding.
3. Post cable notices about Sept. 23 electronics collection and document shredding.
4. Submit July 13, 2006, meeting minutes to the Town Clerk.
5. Write a draft of the August 10 meeting minutes and email to members for perusal.
6. Send **Gerry** some changes for the online Recycling Guide.
7. Email press releases to the Eagle and Lowell Sun for upcoming events.
8. Request that the editor of the Eagle add the recycling logo to press releases.
9. Add recycling events to the Westford community online calendar.
10. Make an annual calendar for events, activities, and tasks for the Recycling Commission.

ELIZABETH

1. Continue to work on the Hazardous Waste Collection and meet with Abby.
2. Compose a statement about toters to be posted on www.westfordrecycling.org.
3. Ask **Andy** to tell Christine at Integrated Paper Recyclers to hold off on researching the recycling of old 18-gallon toters.
4. Relay the information on collecting button batteries from Gerry to Abby.
5. Compose an agenda for our next meeting on September 14.
6. Contact Carol Sammarco, a visitor at the July meeting, for her level of interest.
7. Ask Joyce and Leo Demers if they would like to help at the HHW collection.

ELLEN

1. Visit one-third of the schools to prepare for recycling when school session starts.
2. Obtain the school custodians' names for Charlie De Rosa.
3. Obtain the amount of paper tonnage from the shredding event on June 24.
4. Call former Westford Recycling Commission member, Mike Gustin, to inform him of the change in the Westford Recycling Commission logo.

5. Retrieve the Westford Master Plan from her files and give to **Gerry**.
6. Find a simple system for residents to dispose of bagged yard waste.
7. Call the woman who requested a rain barrel and tell her the price.
8. Arrange for New England Rain Barrel to deliver pre-ordered rain barrels on Sept. 23 at Blanchard School from 9-12.
9. Check the NE Rain Barrel web site for their price list.

GERRY

1. Call Bill Peters who holds the TLC banner and pick it up to make changes on it.
2. Forward to **Barbara** templates for press releases for electronics and brush collections.
3. Speak with Richie Rocketenetz about his revenue requirement to make yard waste pickups and how soon he could start.
4. Obtain a copy of the Westford Master Plan from Jim Kottas to review WRC goals and find out what the deadline is for our input to the new Master Plan.
5. File the FY 2007 Municipal Waste Reduction Grant Paperwork with the MA Dept. of Environmental Protection. We will request two grants: 1) A Healthy Lawns and Landscape Workshop and 2) The Rain Barrel discount grant. Coordinate with the Water Dept. Environmental Agent Jessica Cajigas who will be submitting the grant request paperwork for us
6. Request the Town Clerk's office direct questions to him on recycling 18-gallon bins.
7. Pick up two old 18-gallon bins from a resident who called about recycling it and store it.

II. Key Points/Decisions from the Meeting (following the printed agenda)

1. The July 13 meeting minutes were approved and will be forwarded to the Town Clerk by **Barbara**.
2. Extension of Integrated Paper Recyclers contract.
Andy (via email) reported that Christine from Integrated Papers requested a letter from the town to approve the first option year extension of the recycling contract. Steve Ledoux's office will take care of sending IPR a memo to that effect since the town, by default on July 1, entered into the first option year on the contract
3. Recycling 18-gallon Bins
 - a. **Andy** (via email) reported that Christine from IPR is looking into markets for recycling old 18-gallon totes.
 - b. The Commission decided to ask **Andy** to tell Christine to hold off on her research.
 - c. **Elizabeth** reported that Mary Blane (Highway Dept.) had several questions about the storage of the old bins – cleanliness, hours of operation, responsibilities.
 - d. **Gerry** volunteered to pick up any old bins and clean them before taking them to the Highway Dept. for storage.
 - e. **Gerry** will ask the Town Clerk's office to direct any questions on recycling 18-gallon bins to him.
4. No agenda item
5. Getting schools recycling-ready for 2006-2007 school year
Ellen, with **Gerry's** and Ann Eno's help, will visit the schools to help them prepare.
6. Yard Waste

- a. **Gerry** has received several calls from residents and the Town Clerk's office regarding yard waste disposal. He is willing to list some options and present them to the Board of Selectmen because most options would require funding. **Ellen** thinks there might be a resident who would be willing to do administrative work on a yard waste program for free and felt there was no need to involve the Selectmen at this time.
 - b. **Gerry** mentioned that Richie Rocketenetz (Acme Waste Systems) lost money on the last yard waste collection. **Gerry** suggested a possible plan where residents could buy yard waste bags and then Richie could pick them up at residents' homes.
 - c. **Ellen** offered to think about a pilot program for yard waste pick ups. It might involve the purchase of yard waste bags at local hardware or grocery stores. She wants to initiate a pilot program that would be implemented before our September 14 meeting.
 - d. **Ellen** asked **Gerry** to ask Richie what he would charge to drive around the town and pick up the yard waste bags from subscribers to a service.
 - e. A motion was made and seconded to give **Ellen** the authority to follow up on our suggestions and add her own ideas for a pilot yard waste program. She will work with **Gerry** on it.
7. Westford Master Plan
- a. **Gerry** received a request from Jim Kottas of the Westford Master Plan Committee for ideas from Recycling Commission members to help foster recycling over the next ten years. All such ideas or guidance should be added to the new Master Plan.
 - b. The Commission would like to review the recycling goals in the current Master Plan.
 - c. **Gerry** will locate a copy of the Master Plan from Jim Kottas or **Ellen**.
8. Hazardous Waste
- a. **Elizabeth** will meet with **Abby** next week to discuss the upcoming HHW collection.
 - b. A contract with Crisafulli School for the HHW collection, November 4, will be needed.
 - c. **Ellen** reported that she had a conversation with Richard Crocker, Head of School Maintenance Dept., and that he will be clear with custodians what they can take to the Hazardous Waste Collection.
9. Rain Barrels
- a. The Westford Water Dept. stopped selling rain barrels; however they will apply for a grant to obtain rain barrels at a reduced cost from New England Rain Barrel.
 - b. Residents are able to purchase rain barrels for \$59. The retail cost is \$85. Savings: \$26.
 - c. Residents can place orders ahead with N E Rain Barrel and pick up their rain barrels on Sept. 23.
 - d. **Ellen** will check the N E Rain Barrel web site for their posting of prices.
10. Recycling Guide on WRC web site
- a. Mike Sawyer enlightened us that the "way of the web" today is for the latest version of a document – like the Recycling Guide – to be posted online.
 - b. **Gerry** will talk to Mike Sawyer about some corrections to the online Recycling Guide.
 - c. All revisions and requests for changes to www.westfordrecycles.org should go through **Gerry**.
11. Both the following topics will be discussed at a future time:
- a. Renewing the program of working with realtors
 - b. Using/promoting recycled products

12. Other business

- a. The Commission would like to find residents who would be responsible for one of our many projects.
 - 1) **Elizabeth** will contact our July meeting guest, Carol Sammarco, to see what her interest is in working on a project.
 - 2) **Barbara** suggested that a Commission member contact any resident that visits a Commission meeting.
- b. Re recycling grants:
 - 1) **Gerry**: this year's recycling grant which is due in September can include rain barrels.
 - 2) **Gerry** mentioned that, via a recycling grant, we can invite a speaker on ecological lawn maintenance for a town wide free lecture.
 - 3) **Ellen** suggested that we coordinate any lawn subject meeting with the local Healthy Lawn program and to contact Jessica Cajigas, the new Water Dept. Environmental agent for input.
- c. **Ellen** finalized the September 23 document shredding event details with E.L. Harvey & Sons. We will implement our new fee structure: \$10 average amount, \$25 for large amount. Businesses can call **Ellen** for a price.
- d. Re tonnage summary sheets:
 - 1) **Gerry** suggested we annualize the figures on the tonnage summary sheet.
 - 2) **Elizabeth** volunteered to set up the tonnage summary spread sheet annually.
 - 3) **Barbara** and **Elizabeth** met once to work on the spread sheets.
- e. **Ellen** reported that Danielle Hunter, a senior at Westford Academy, and her Girl Scout troop painted the book recycling container with book characters and put shelves in it. Danielle designed the mural. The G.S. troop will maintain the container.
- f. **Andy's** reports on his Action Items (via email):
 - 1) Town Manager, Steve Ledoux, is the point person for all trash issues. The Town Manager's office will field questions on trash.
 - 2) In conversations with Christine De Rosa (Integrated Paper Recyclers):
 - a) Extra 64-gallon toters are not for sale at this time.
 - b) The Commission has permission to talk to a Westford Eagle reporter for an article on collecting recyclable plastics #1-7.
 - c) Christine is happy to answer any questions about the collection of #1-7 plastics or any other recycling related questions.
 - d) Christine is doing her best to make sure the 64-gallon toters are delivered with letters. **Andy** offered to store extra letters on his front porch.
 - e) Christine informed **Andy** that all new deliveries of toters will be two per household.
 - f) Christine inquired if **Gerry** received a check for postage for the Recycling Guides and requested that in the future all invoices be sent to her at Integrated Paper Recyclers.
 - 3) In the fall, **Andy** will contact Chip Barrett about changes to the size of the brush chipping crew and a charge to residents.

13. Action Item recap for next meeting. (See page one.)

14. Close out meeting

- a. The August meeting of the Westford Recycling Commission adjourned at 8:45 p.m.

- b. The next meeting of the Westford Recycling Commission will be on September 14 at 7:30 p.m. at the Cameron Senior Center. **Elizabeth** will create the agenda. **Barbara** will take notes. **Andy** will chair the meeting.

III. Other items for future discussion

1. The fall brush collection dates are October 15 and 22. Will there be a charge?
2. Discuss the feasibility of a Collect Everything Day in the next year.
3. Re: The request from Charlie De Rosa to **Andy** that shredded paper to be put in a clear plastic bag to keep it from blowing away or littering the street, discuss how to publicize that suggestion.
4. Re: collecting sneakers to recycle.
5. Investigate whereabouts of the video: Where Our Trash Goes.
6. Discuss the construction waste bans.
7. Collect feedback on Chelmsford's recycling letter to residents.
8. Renewing the program of working with realtors.
9. Using/promoting recycled products.

IV. List of Accomplishments 2006

1. Held electronics collection April 1 at Blanchard School parking lot.
2. Held brush collections April 22 and April 29 at the Day School parking lot.
3. Created a Westford Recycling Commission web site address: www.westfordrecycles.org and updated and reorganized the content.
4. Started bi-weekly curbside collection of recyclable plastics 1-7.
5. Held yard waste collection June 10 at Nabnasset School.
6. Held electronics collection June 17 at Blanchard School.
7. Held document shredding event June 24 at Crisafulli School.
8. Mailed 2006-2007 Westford Recycling Guide to residents on June 30.
9. Assisted in the gradual distribution of new 64-gallon totes for paper and for GMP (glass, metal, and plastic) to residents by Integrated Paper Recyclers.
10. Arranged to have the book recycling container painted by Danielle Hunter.

Respectfully submitted,
Barbara Theriault
Secretary 8/10/06